



**New York State
Department of Labor**



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Registering As An Apprentice

If you are willing to take on the challenge of learning new skills and you learn best through "hands-on" experiences, then registered apprenticeship is a good option for you. Apprenticeship is a training method which combines actual work experience with classroom related instruction and produces a worker skilled in the occupation. There is a written agreement between the apprentice and the employer which acknowledges their joint commitment to the training process. This agreement is approved and registered by the New York State Department of Labor.

How Do I Qualify?

As a registered apprentice, you are part of the employer's workforce. So you must meet the employer's minimum qualifications for employment. Each employer's minimum qualifications are different but most require a high school diploma or the equivalent. Some will require specific high school courses, prior experience, or occupationally related courses.

What Is My Training Like?

Training for each [apprenticeable occupation](#) is conducted according to a training outline which has been standardized for that occupation. This assures that apprentices across the state have the same sets of basic competencies and skills. At the successful completion of each registered apprenticeship, the Department of Labor awards the apprentice a "Certificate of Completion," which is a nationally recognized credential.

The length of time it takes you to learn the skills of the occupation is dependent upon two things: the standard training outline and your aptitude. Each trade has a definite term of training listed in years. As a registered apprentice, you may progress according to that established training term, or you may become skilled more quickly or more slowly. It may even be that you start your apprenticeship with credit toward the goal. Your employer may choose to award you credit for previous working experience in the occupation or for prior coursework related to the occupation.

As an apprentice, you are part of the employer's workforce. You work full-time for the employer. A registered apprentice works under the guidance of more experienced craft workers called journeyworkers. From them, you learn the skills of the trade. As you master each skill, you become a more productive employee.

At the same time you are working, you are also required to attend classroom related instruction (usually in the evenings). Where and when you get that instruction is set up by the employer and the local education agent. Sometimes it is at a trade school, sometimes a community college, sometimes at several different BOCES sites. Your progress is tracked by you, your employer and your educational provider.

Successful completion of all requirements results in your certificate.

A developing new trend in registered apprenticeship expands the required related classroom instruction toward the goal of achieving an educational degree. Some sponsors of apprentice training are now combining the standard on-the-job skill component of apprenticeship with expanded classroom instruction in a particular field. This training,

offered at the community college level, results in the registered apprentice earning both a Certificate of Completion from the NYS Department of Labor and an Associate Degree from the community college.

How Much Does it Cost?

Apprenticeship training is typically offered by the employer at no cost to the apprentice. However, there may be some rare instances where the apprentice is asked to pick up some or all of the cost of the related instruction. In certain cases, the employer may pay for the related instruction but stipulate that the apprentice pay back those costs if he/she leaves the program prior to completion. In general, though, there are no costs to you.

Where Do Opportunities Exist?

Apprenticeship opportunities exist whenever registered training sponsors wish to increase the number of individuals in their training program. You can easily access all the information you need regarding opportunities for apprenticeship at your nearest [Department of Labor office](#). All apprenticeship openings are listed in the New York State Department of Labor [JOB BANK](#). In addition, large sponsors conducting a public recruitment will announce their apprenticeship opportunities in press releases.

How Do I Apply?

If you are interested in becoming an apprentice you may:

respond to a [press release](#);

contact the nearest [Department of Labor office](#);

contact an organization in your area which trains through apprenticeship; find an employer in your occupational field who might be interested in training through apprenticeship.

But remember that only apprenticeship programs officially registered with the New York State Department of Labor are recognized nationally and can offer a Certificate of Completion to the apprentice at the conclusion of the approved training.